

~~LYES ONLY~~

OPTIONAL FORM NO. 10

Approved For Release 2001/07/12 : CIA-RDP78-06084A000100040014-5
UNITED STATES GOVERNMENT ~~SECRET~~

680/4

Memorandum

TO : Acting Director of Training

DATE: 9 August 1962

FROM : Personnel Officer, OTR

SUBJECT: Weekly Activity Report

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

Reassignments

25X1A9a
25X1A9a

1. [REDACTED] reported to the Personnel Branch on 8 August, to replace [REDACTED] as Senior Personnel Assistant.

25X1A9a
25X1A9a

2. [REDACTED] reported for duty [REDACTED] 1A6a on 6 August 1962. [REDACTED] will fill the Admin. Officer position in the Public Works Branch.

25X1A9a

3. [REDACTED] reported for duty [REDACTED] A6a on 7 August 1962 where he is assigned to the Field Activities Branch. FE Division plans to have him come to headquarters for a five day TDY later this month for consultation with Division officials. He will check in with OTR at that time.

25X1A9a
25X1A6a
25X1A9a
25X1A6a

4. [REDACTED] is scheduled to depart [REDACTED] 6a for PCS assignment [REDACTED] approximately 15 August 1962.

5. [REDACTED] is scheduled to depart for PCS assignment [REDACTED] during the latter part of August.

middle

25X1A

6. [REDACTED] has accepted [REDACTED] A9a to replace [REDACTED], and Dolores has accepted the position. [REDACTED] would like her to report on 3 September. We are looking for a replacement for Dee but we understand that one will not be needed until about December.

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Invitee Travel

25X1A9a [REDACTED], Office of Personnel, has notified this office that, due to a budget cut, the Office of Personnel will no longer pay for invitee travel as it has in the past. This means that each office will have to pay for the travel and per diem of their applicants who are called in for pre-employment processing. The only exception is the JOT's. 25X1A9a [REDACTED] says that some strenuous objections have been raised to this move and that there is a meeting scheduled on the matter sometime this week.

Contract

25X1A9a Final security clearance was received on 30 July 1962 H
25X1A6a for [REDACTED], who will be used as a contract employee by the [REDACTED] / Because he is a contract employee used on an intermittent basis, [REDACTED] a will not be charged against our ceiling.

Resignations

25X1A9a 1. [REDACTED] resigned from maternity leave on 27 July. She will be replaced by [REDACTED] 25X1A9a
25X1A9a 2. [REDACTED] is planning to resign in October 1962 to move to the west coast. Candidates are now being interviewed by [REDACTED] to fill the anticipated vacancy.
25X1A9a

EOD's

25X1A9a 1. [REDACTED] reported for duty from the Pool on 6 August. She was assigned to the typist vacancy in PPS.
25X1A9a 2. [REDACTED] reported for duty on 6 August. H
25X1A6a He completed with MMPD and Training on the 7th, and was scheduled to report [REDACTED] at noon the following day.
25X1A9a [REDACTED] had requested that [REDACTED] arrive prior to 13 August, which is the beginning date of the new course. 25X1A9a

Relocation

25X1A9a [REDACTED] has expressed interest in being considered for any openings in the area of the DCI's Office.
25X1A9a [REDACTED] has been advised, and will review her personnel folder.

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EYES ONLY

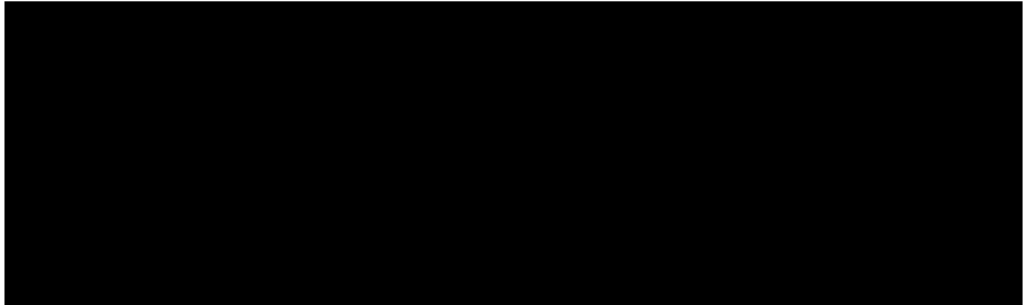
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25X1A



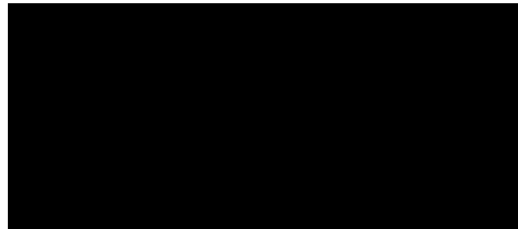
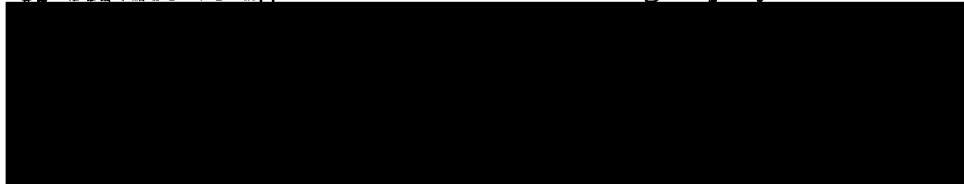
Change of Service Designations

25X1A9a

[REDACTED] of the Clandestine Services
Personnel Office told PO/TR that [REDACTED] has
approved the Director of Training's request for change
of service designation for the following employees:

25X1A9a

25X1A9a



A9a

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